

FermiWorks does not have spell check. Please review any entries to make sure no errors were made.

Your FermiWorks password must be changed every 90 days.

If you are not sure what process to initiate or what to enter in a field, please contact Monica Holmes x4634 or the Records Department x2988. It's easier to do it right the first time than it is to track back and fix an entry.

FermiWorks saves the information you enter exactly as you enter it. If you do not capitalize proper names, FermiWorks will save that data exactly as it was entered. Please use proper capitalization

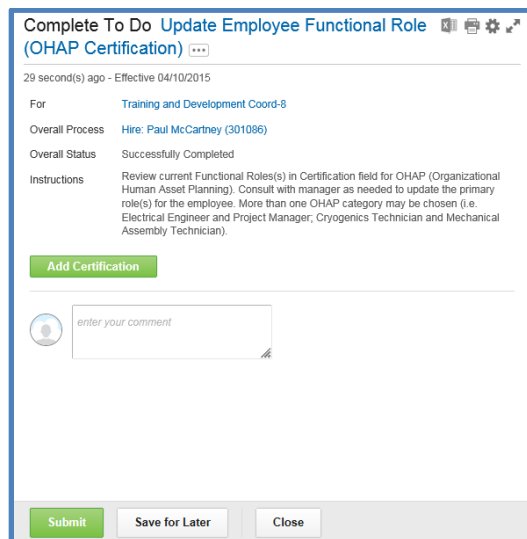
The Enter key does not start a process. Always click *OK*, *Approve*, or *Submit* to move to the next step.

The process moves on when *Submit* is clicked. Click *Done* to confirm the Action is complete.

FermiWorks deletes any search term entered if there is no matching data. If there is a typo, no search results display.

It is only necessary to type three characters in the Search Box to see a list of matching results.

On any windows where there are two green buttons, click the first green button to complete the Action. After entering the required information and clicking *Submit* on the new window, return to your Inbox and click *Submit* on this window.



Complete To Do **Update Employee Functional Role** (OHAP Certification) ...

29 second(s) ago - Effective 04/10/2015


For [Training and Development Coord-8](#)

Overall Process [Hire: Paul McCartney \(301086\)](#)

Overall Status Successfully Completed

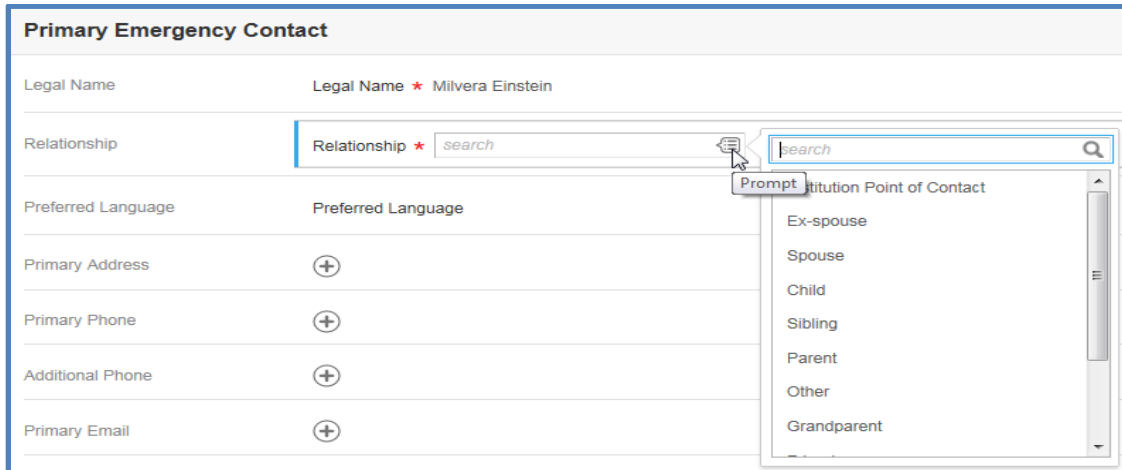
Instructions Review current Functional Roles(s) in Certification field for OHAP (Organizational Human Asset Planning). Consult with manager as needed to update the primary role(s) for the employee. More than one OHAP category may be chosen (i.e. Electrical Engineer and Project Manager; Cryogenics Technician and Mechanical Assembly Technician).

[Add Certification](#)



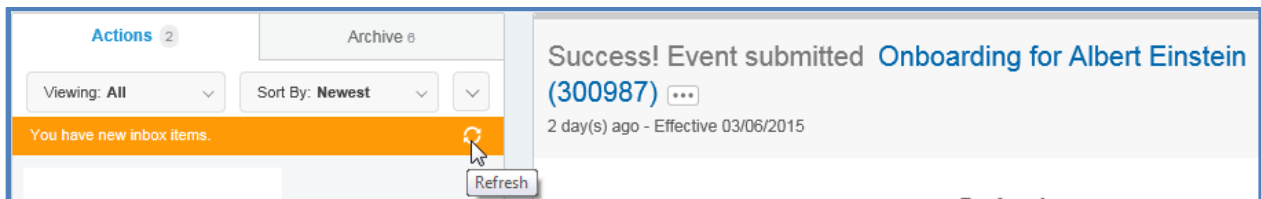
[Submit](#) [Save for Later](#) [Close](#)

Click the Prompt to display a pick list. Select from the pick list. Fields that have a Prompt are not free form text fields.



It is not necessary to enter your driver's license information into FermiWorks. If your driver's license is required, this information is maintained in a different system. Just click *Submit* to bypass this Action. If your driver's license information is required, you will provide this information to the appropriate requestor.

When this orange bar displays in your Inbox, click the arrows to refresh and display new Actions to complete.



In order to update your Social Security number the first time you log into FermiWorks, delete the default 999-99-9999 that was entered and add a new row to enter your information.

ALWAYS check your Social Security number to make sure it was entered correctly.

ALWAYS verify that your home address is correct. A U.S. address must be entered in order for Payroll to properly process your pay check.

The second to last Action to complete the Onboarding process is a Review of Documents. This Action must be completed at the same time. It cannot be saved for later. This Action may not be required for all employees.

When you enter your dependents this does not automatically add them as beneficiaries. Beneficiaries must be entered separately from dependents.

You will attend a presentation on your first day that provides additional details regarding your Benefit options.

Review the FermiWorks Glossary to familiarize yourself with FermiWorks naming conventions. The date format in FermiWorks is mm/dd/yyyy.

FermiWorks requires personal information, for example birthdate, gender and marital status, for Human Resources records and processes. Payroll will not be able to process your check if this information is removed. Personal information can only be viewed by the individual in question and appropriate HR personnel; it is not available to the public or to other employees.

All fields with a red asterisk (*) are required fields. However, all Fermilab required fields may not have a red asterisk. In these cases a validation error message displays on the top right of the screen when a process is submitted to identify these additional required fields.

FermiWorks displays + and – to open and close sections such as phone number, address, etc. If you click +, enter information and then click – to close the section to move to the next, this information is not saved. Keep the section open in order to save the data entered.

If you open a section and a field has a red asterisk (*) next to it and no information is entered, close the section or FermiWorks will display an error message until that field is either completed or that section closed.